Instructions for Entering the Application Activity Authorization Data
Common Data Record

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REAAS01A                    COMMONWEALTH OF KENTUCKY                        02/23/01
ADD             DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM
                              COMMON DATA
MODEL: _____              NICKNAME: _____
USER ID:   REV000 _____           SSN: _____ ___ _____

LAST NAME: _____           FIRST NAME: _____   MI: ___
COMMON NAME: _____         SIGN NAME: _____
ADDRESS1: _____
ADDRESS 2: _____
ADDRESS 3: _____
CITY: _____    ST: ___    ZIP: _____ _____
PHONE: ____ ____ ____    EXT: _____    FAX: ____ ____ ____
POSITION: ___ ___ ___ ___ ___       STATION NUM: ____
JOB TITLE: _____       SUPV POSITION: ___ ___ ___ ___ ___
APPLICATION ACCESS:
__ FRC01   __ RJV01   __ RAC01   __ BTS01   __ CIL01   __ IIT01   __ IFS01   __ IIT02


USERID _____  OR  NAME _____  __ ADD  __ INQ  __ UPD  __ DEL
APPLICATION ID _____   USERID _____  __ ADD  __ INQ  __ UPD  __ DEL
PFKEYS:   1-MAIN MENU    2-RETURN    11-HELP

** Fields in RED are REQUIRED Fields
** Fields in BLUE are POPULATED Fields
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USERID:
ID assigned to the employee by the DOR Security Office. Leave blank if employee does not have an existing id.

SSN:
The employee's Social Security Number.

LAST NAME:
The last name of the employee.

FIRST NAME:
The first name of the employee.

MI (Middle Initial):
The middle initial of the employee.
If the MI is blank, a dash (-) is used to determine the Nickname.

COMMON NAME:
The full name most often used by the employee. (The name the employee uses at work.)

SIGN NAME (Signature Name):
The official signature name of the employee (First Name, Middle Initial, Last Name).

This is the name that appears on the CARS Correspondence. If the signature name is left blank, the system will generate the name from the Last, First and Middle Initial entries.

ADDRESS 1:
The first line of the employee's work address.

ADDRESS 2:
The second line of the employee's work address.

ADDRESS 3:
The third line of the employee's work address.

CITY:
The city of the employee's work address.

ST:
The two (2) position state code of the employee's work address.

ZIP:
The first five (5) digits of the zip code of the employee's work address. The last four (4) digits are optional.

PHONE:
The employee's work phone number, including the area code.

EXT:
The employee's extension number.

FAX:
The employee's fax number.

POSITION:
The employee's Commonwealth of Kentucky position number.
This is used in the J.V. System for report routing purposes.

STATION NUM:
The employee's office station number for receiving mail.

JOB TITLE:
The employee's job title.

SUPR POSITION:
The supervisor's Commonwealth of Kentucky position number.
This is used in the J.V. System for report routing purposes.

APPLICATION ACCESS:

Enter an "A" to add the profile record for one of the above systems **(Security Office Personnel Only)**.
Enter a "U" to update the profile record for one of the above systems **(Security Office Personnel Only)**.

Enter an "I "to inquire on a profile record for one of the above systems.
Enter a "D" to delete the profile record for one of the above systems **(Security Office Personnel Only)**.

FRC01 - File Requisition System   **RJV01** – Journal Voucher System

RAC01 – CARS   **BTS01** – Business Tax Refund System

CIL01 – Corporation Tax Refund System   **IIT01**- Individual Income Tax Refund System

IFS01 – Bankruptcy System   **IIT02** Ind Inc Tax KO/DO Adjustment System

See Section 4, Page 8 for detailed descriptions of Mini Menus.